

# Faculty Meeting Minutes

November 1, 2019

**PRESENT:** Brooke Bauer, Adam Biggs, Chris Bundrick, Fernanda Burke, Li Cai, Jill Castiglia, Courtney Catledge, Walt Collins, Kim Covington, Stephen Criswell, Susan Cruise, Deborah Cureton, Todd Day, Liz Easley, Stan Emanuel, J. Blake Faulkenberry, Annette Golonka, Lisa Hammond, Darris Hassell, Claudia Heinemann-Priest, Kate Holland, Jason Holt, Ernest Jenkins, Colby Jones, Chris Judge, Dana Lawrence, Pat Lawrence, Lynnette Martek, Tracey Mobley Chavous, Erin Moon-Kelly, Bettie Obi Johnson, Allan Pangburn, Leigh Pate, Bridgett Plexico, Suzanne Penuel, Kim Richardson, Denise Roberts, Ann Scott, Peter Seipel, Suzette Taylor, Brittany Taylor-Driggers, Dick Van Hall, Tania Wolochwianski, Jerrod Yarosh

**ABSENT:** Shemsi Alhaddad, Marybeth Berry, Noni Bohonak, Dwayne Brown, Brent Burgin, Steve Campbell, Mark Coe, Jerry Currence, Rebecca Freeman, Garane Garane, Fran Gardner, Kaetrena Kendrick, Howard Kingkade, Nick Lawrence, Pernel Lewis, Angela Neal, Phillip Parker, Babette Protz, David Roberts, John Rutledge, Todd Scarlett, Sarah Hunt Sellhorst, Mike Sherrill, Nahid Swails, Andy Yingst

**CALL TO ORDER:** 1:04 PM. Hammond: Welcome. Agenda departure for election: open nominations for teaching, service, and research awards (Duffy, Plyler, Shaw).

D. Lawrence: Duffy nominees Pangburn, Sellhorst, Holland; Plyler nominees Criswell, Pangburn; Shaw nominees Cai, Gardner.

*No nominees from floor.*

**CORRECTION/APPROVAL OF MINUTES:** October minutes approved.

## REPORTS OF OFFICERS

**Dean of Campus**—Collins [report starting page 6]. Senate will be at Lancaster—noon. RSVP by 10 a.m. Monday next week for lunch. Not on report: Bradley faculty may need to move class for construction by mid-week. Contact Pam for help moving. Welcome to staff (new and in new positions) Colby Jones, Andrea Campbell, Karen Collins, Bridgett Plexico, Summer Harmon, Cheryl McKeown. Thanks to all who helped in searches. Biology news coming soon, hopefully. AmeriCorps looking for students. Pay and education stipend for completers. President's visit rescheduled for Nov. 20. Today, 2:30 reception.

Criswell: Town and Gown meeting with city planning group. Only two groups?

Judge: I'm on revitalization committee for city; different group.

Cureton: J. Marion Sims supports Revitalization Committee. Three groups are working together.

**Interim Associate Dean for Academic and Student Affairs**—Cureton [report starting page 9]. Finals coming—I sent link with schedule. Fall 2 classes may pose conflicts. Let us know. Grades due 9:00 a.m. December 18. If you don't do that, Megan has a chore. Cola will run grades December 19. Please follow the timetable. Dominique will ask dual-enrollment faculty to send in numeric grades for high school.

Hammond: If grades are late, students may lose eligibility for honor roll or not get off probation.

Easley: How to know students are dual enrollment?

Wolochwianski: Dominique will send list.

**Director of Academic Success Center**—D. Lawrence [report starting page 11]. Sent report.

Bookstore—Wellmon: 2020 spring adoptions: please turn them in to increase likelihood of getting used books.

Director of Human Resources—Mobley Chavous [report page 13]. Copies of the USC leave pool form are available in the HR office.

Director of Information Technology—B. Faulkenberry. Sent report.

Moon-Kelly: Students with Chromebooks having problems downloading software.

B. Faulkenberry: May need syllabus warning—USC is a Windows and MacBook world. Software decisions passed down from Columbia. We're not friendly to Chromebooks.

Moon-Kelly: Some dual enrollment students have to use high school labs or home equipment.

Golonka: Smartphones?

Moon-Kelly: Not practical. I tell them ahead of time.

Scott: Nursing courses tell them requirements ahead of time.

B. Faulkenberry: Chromebooks provided by public schools.

Mobley Chavous: Maybe Justin and Dominique can tell them during orientation.

## **REPORTS OF COMMITTEES**

USC System committees—

## Palmetto College Faculty Senate Committees

**Executive Committee**—Jenkins. Recent email survey about Assembly. We were hoping to get president and Palmetto faculty together. None of us on EC have urgent agenda ideas apart from getting to know each other better. No perfect time for assembly—seeking collective wisdom.

Biggs: Sooner sounds better than later. Caslen has said diversity and inclusion major part of platform. Students of color disproportionately from regional campuses, though Columbia counts them. Would like to know whether he's aware of this and how he sees us fitting into his plan.

Jenkins: Yes.

Hammond: I forwarded all that email. Sixta Rinehart asked for responses by November 22.

**Rights and Responsibilities**—P. Lawrence. Charge to make tenure reciprocal among system campuses. Let Li and me know your concerns before next week's meeting.

Penuel: Would like to hear more now.

P. Lawrence: Charge brought by EC because administrative moves from campus to campus could be streamlined. Concerns: what does this portend for unification of tenure and promotion procedures among campuses?

Cai. Language of motion will be posted soon. You'd be tenured at Palmetto College (and granted rank). Committee unanimous about moving motion to floor. We're all using same manual. Again, would like to hear further concerns.

Hammond: If tenured at PC, faculty wouldn't be required to move to another campus, no? Would this eliminate local campus tenure and promotion committees?

Cai: No required move. Eliminating local committee never discussed. One motivation: financial issue if a campus closed; faculty would still be USC Palmetto employable.

**System Affairs**—D. Lawrence. No charges. Nothing coming to the floor anytime soon.

**Welfare**—Seipel. Tenure and promotion workshop January 17. Let me know if you have feedback.

**Columbia Faculty Senate**—Hammond for Alhaddad. Shemsi sent out information about PI's and grants.

**Local committees—**

**Ad hoc Lifelong Learning Committee**—Bundrick [report page 14]. Criswell, Bauer, Collins, and I working on Lifelong Learning program. Idea: interesting but non-academic classes aimed at attracting community members. Modeled after the OILI at USC Beaufort, subscription-based. Participants pay to attend classes taught by USCL faculty or other community members. Teachers get a cut. Goal: help campus better connect with community. Hoping to start classes fall 2020. Anyone interested in offering something through Lifelong Learning should email me at [bundrick@sc.edu](mailto:bundrick@sc.edu) for more details.

**UNFINISHED BUSINESS** *None*

**NEW BUSINESS** *None*

**SPECIAL ORDERS**

Election of Palmetto College Excellence Awards Lancaster campus nominee *Ballots distributed.*

**ANNOUNCEMENTS**

Martek: If you're going for senior instructor, deadline for getting your files to Dropbox is today. Sent out emails with information.

Hammond: Books for campus reading groups available at 2:30 reception. Presentation of service pins around 2:45. Door prizes and games. RPS grant applications due December 2, 5:00. Tuesday, November 12: Mitchell West will give presentation on Blackboard Ultrablast Navigation. Thursday, November 14, Lydia Frass will talk to us about accessibility in documents. In computer lab; encourage you to bring laptops. Will email about both.

Judge: Active search for provost?

Collins: Think so. Chris Rinehart involved.

Hammond: Hope to fill early in spring. Optimistic?

Cruise: Thanksgiving basket drive for students, plus small amount of money for non-students. Let students know to sign up at food pantry.

Criswell: Native American Studies week March 20-26. Lunch and Learn first. Tonight: Gay Street Arts Crawl. Streeter and Farris will represent NAS there. Stop by.

Catledge: Planning committee for systemwide advisers conference accepting proposals. Deadline December 20, conference on February 14.

Denise Roberts: Annual enrollment of about eight students to nursing program starting in January.

Hammond: Please join us at reception. Thanks, Dean Collins.

**ADJOURNMENT:** 1:53 PM

*Submitted by Suzanne Penuel, Faculty Organization Secretary. Faculty chair: Lisa Hammond*



Celebrating 60 years of Education and Service

**Dr. Walter P. Collins, III**  
**Regional Palmetto College Dean**

## Report to the Faculty Organization of USC Lancaster

November 1, 2019

*Please join us this afternoon at 2:30 in Carole Ray Dowling for our Faculty/Staff Appreciation Reception.*

### **People**

#### **Enrollment**

As of October 24, 2019 (fall enrollment freeze date), 1640 students (headcount) are registered for Fall 2019. This represents an increase of 7.68% over Fall 2018.

Preregistration for Spring 2020 has begun. Thanks to all academic advisors for your help getting students registered for the Spring semester.

#### **Searches in progress:**

Psychology

Computer Science

Biology/Biology Lab Coordinator (offer has been extended to a finalist)

Associate Dean for Academic and Student Affairs

#### **Please welcome the following new colleagues:**

Mr. Colby Jones, IT staff member

Mrs. Andrea Campbell, TRiO staff member, OSP

Mrs. Karin Collins, Business Office cashier

Mrs. Bridgett Plexico, Internship Coordinator

Mrs. Summer Harmon, Engagement and Success Assistant

Mrs. Cheryl McKeown, Dual Credit Enrollment Assistant

**Thank you to everyone who is serving on the various search committees. I appreciate your time and effort as you work to help choose our future colleagues.**

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**Congratulations to**

**Dr. Susan Cruise, Dr. Angela Neal, Mrs. Shana Dry, and Mr. Antonio Mackey** for the award of a **Horizon Grant** to support the May 2020 travel study trip to Eastern Europe.

### **USC Lancaster in our Communities**

The **Town-Gown Advisory Group** will meet again on Thursday, November 7 and will be facilitated by Tee Coker of MKSK Planning.

The local coordinator for the **Americorps Program** is seeking our assistance in identifying two USCL students who might be interested in participating in the program. The program provides: 1) a work opportunity (900 hours in 11 months); 2) a \$335 biweekly living allowance; 3) an educational award of \$2960 upon completion. If you know of interested students, please let me know.

After much local input and feedback, MKSK has shared their **downtown Lancaster revitalization plans**. Please follow this link—[Draft Strategies & Recommendations](#)—if you're interested in seeing and reading about some of their ideas.

Six USCL faculty and staff members recently joined other Lancaster citizens representing MUSC Health, the Chamber of Commerce, the city and the county, and the J. Marion Sims Foundation to participate in a site visit to Florence, SC to see what that city has been able to accomplish in their downtown area. We also had the opportunity to visit with counterparts at Francis Marion University to hear presentations about academic advising and see their new downtown campus building which houses a business incubator and an art gallery.

### **Budget**

The campus has completed our Fall 2019 budget review meetings with all going well. Please plan to attend the **annual campus budget update meeting** on November 21, 2019. There will be two identical sessions at 12:20 and 2:30, both in Founders 104.

The **Dean's Budget Advisory Group** will meet on November 7, 2019.

The Upper Palmetto YMCA completed 23 months of management of fitness operations at the Gregory Center as of the end of October 2019. The **Gregory Family YMCA** membership was just shy of 2800 in mid-October, and finances continue to be stable. More improvements/renovations will be under way soon for expanded exercise space and child watch space.

### **Facilities**

Expenditure of last fiscal year's deferred maintenance funding continues with the following ongoing projects:

- Physics lab renovation (set to conclude around the first week in December)
- Hubbard Hall roof (set to conclude around the first week in January)
- Replacement of solarium window system in the Gregory natatorium (in the design phase)

If you notice facilities issues that need to be addressed, please report them to Butch Lucas or to me.

### **Other items...**

- **President Caslen will visit USC Lancaster** midday on Wednesday, November 20, 2019 to meet with faculty, staff, and students and to take a campus tour. We will communicate a more detailed itinerary for the visit in the next several days.

- At the last Palmetto College Campuses Faculty Senate meeting, Chancellor Elkins announced that she will be making plans to visit each campus in November to deliver a **State of Palmetto College** address and to discuss the **Palmetto College Salary Study** findings and implementation. More information to come as the USC Lancaster date is set for this event.
- The next **Lunch & Learn at the NASC** is November 22<sup>nd</sup> at noon with a talk entitled “Digitizing Stories of the Cherokee Snowbird Day School” by Trey Adcock, Assistant Professor, UNC Asheville.
- **The Lancaster Players’ production of *Mamma Mia!*** will be presented on November 15-17, 2019 in Stevens Theatre.
- **USC Lancaster Research and Productive Scholarship Grant applications** are due by 5:00 p.m. on Monday, December 2, 2019. Please remember that USCL faculty and staff are both eligible.
- The **holiday luncheon** for all USCL employees will be held on Tuesday, December 10, noon to 2:00 in the Arnold Room. More information to come.
- The **Annual Richard Gannaway Scholarship Luncheon** will be held on Wednesday, November 6, 2019 at noon.
- The most recent set of **campus master plan update** sessions took place on October 22 and included meetings with the Chamber of Commerce Community Leaders Group, USC Lancaster students, the Lancaster County Commission for Higher Education as well as the Educational Foundation of USC Lancaster, and the Indian Land Focus Group. Your feedback is important. If you were unable to attend any of the sessions but would like to have the opportunity for input, you can email the consultant, Irene Dumas Tyson. Her email address is: [ITyson@Boudreauxgroup.com](mailto:ITyson@Boudreauxgroup.com)

The **Final Exam Schedule for FALL 2019** is online at [final exam schedule](#).

- As you record final grades, please remember:
  - A grade of “F” means a student completed the course, including the final exam, but did not pass the course.
  - A grade of “FN” means a student stopped attending class, and due to absences, failed the course. This includes students who fail because they do not attend the final exam. The student’s last day of attendance in class must be reported with this grade.

**Please check your schedules for any conflicts with Fall II classes and 16 week exams. If you or your students have a conflict, please notify the Office of Academic and Student Affairs so we can find a solution.**

**Final grades will need to be recorded no later than 9:00 a.m. on Wednesday, December 18.**

**If YOU fail to submit grades prior to the deadline...**

- 1. Megan has no time to check to ensure that the grades for all classes are recorded in the system (and get that information back to you for completion)...because Columbia runs student records for the USC system on December 19.**
- 2. If students’ grades are not in the system,**
  - a. their transcripts may indicate that they lose their scholarships when they shouldn’t or retain scholarships when they shouldn’t;**
  - b. students might be placed on suspension when they should not be or not placed on suspension when they should be;**
  - c. probation students may be suspended when they should not be or not suspended when they should be;**
  - d. graduation eligibility can be placed in doubt;**
  - e. and all of the issues and changes will have to be handled individually by Megan, (once she has been able to contact YOU) because YOU failed to submit your grades before 9:00 a. m. on Wednesday, December 18.**

**Also, remember that Dominique Waller will be sending a separate spreadsheet to Faculty who have Dual Enrollment students in their classes. Please make sure to enter their numeric grade on the spreadsheet and return to her by Wednesday, December 18.**

**Academic Success Center Report**  
**For November 1, 2019 Faculty Meeting**  
**Submitted by Dana Lawrence**

Please send all ASC-related questions and requests to [LawrenDE@mailbox.sc.edu](mailto:LawrenDE@mailbox.sc.edu) or call 313-7023.

If you would like to receive scanned copies of your students' tutoring session reports, please fill out [this \(very short\) form](#).

Students can schedule tutoring appointments at the following link:

<https://usclacademicsuccesscenter.setmore.com/>

I'm happy to share information about specific writing assignments, tests, homework, or other work with the tutors if you think it would be helpful.

As always, thanks for your support.

**REMINDERS about the ASC's booking system:**

- **Students can book appointments as late as ONE hour in advance.**
- The booking page allows students to book a maximum of ten days in advance (in an effort to allow as many students as possible to have access to tutoring services, and to cut down on no-shows).
- Students who do not show up for appointments TWICE (without cancelling) are not allowed to book appointments for the rest of the semester. They are still welcome to work with tutors on a drop-in basis.

**ALL students can still work with tutors on a drop-in basis!**

**FALL 2019**

	August 2018	August 2019	Sept. 2018	Sept. 2019	Oct. 2018	Oct. 2019	Nov. 2018	Nov. 2019	Dec. 2018	Dec. 2019
Number of Tutors	9	8	9	8	9	7				
Total Number of Sessions	24	27	111	137	139	175				
Tutoring Sessions/Day (avg)	4.8 (5 operating days)	5.4 (5 operating days)	7.4 (15 operating days)	8.6 (16 operating days)	7.7 (18 operating days)	9.2 (19 operating days)				
Tutoring Sessions/ Tutor (avg)	2.7	3	12.3	17.1	15.4	25				
# of tutor hours per week	85	68.5	85	68.5	85	70.5				
Appointment	24	21	98	127	128	168				
Drop-in	0	6	13	10	11	7				

## Tutoring Sessions by Area

	August 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019
<b>Biology</b>	1	9	8		
<b>Chemistry</b>	2	4	1		
<b>Computer Science/MGSC</b>	9	24	58		
<b>French</b>	0	1	1		
<b>Italian</b>	0	2	2		
<b>Math/PCAM 105</b>	9	54	57		
<b>Spanish</b>	0	2	3		
<b>Statistics</b>	0	3	0		
<b>Writing</b>	6 • ENGL: 1 • PALM: 2 • PUBH: 1 • MUSC: 1 • Other: 1	38 • ANTH: 3 • ENGL: 17 • PALM: 13 • PUBH: 1 • SOCY: 2 • SPCH: 2	45 • ANTH: 8 • ENGL: 16 • HIST: 1 • HPEB: 1 • MUSC: 3 • PALM: 15 • PHIL: 1		
<b>Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)</b>	0	0	0		
<b>TOTAL # OF SESSIONS FOR MONTH:</b>	27	137	175		

	1 visit	2 visits	3-5 visits	6+ visits	Total
<b># of individual students (AUG)</b>	11	4	2	0	17
<b># of individual students (SEPT)</b>	19	13	10	6	48
<b># of individual students (OCT)</b>	25	10	15	7	57
<b># of individual students (NOV/DEC)</b>					
<b># of individual students (Semester)</b>					87

<b># of student athletes (YTD) (self-identified)</b>	<b># of Trio Participants (YTD) (self-identified)</b>	<b># of Dual Enrollment Students (YTD) (self-identified)</b>
4	27	8

**FROM:** Tracey Mobley Chavous, PHR - **DIRECTOR OF HUMAN RESOURCES**

**MEETING:** Faculty Organization Meeting- November 1, 2019

**DATE:** October 31, 2019

**ATTACHMENTS:** 1

**INFORMATION ITEMS:**

- 1) Please consider donating annual and sick leave time to the USC Leave Pool. The leave pool is used by USC employees who need additional leave due to unforeseen and/or emergency circumstances. Leave must be donated no later than December 2, 2019.  
You may request to donate sick or annual leave to an employee on any USC campus, however your request is subject to approval. You will be notified of the approval or denial of your request to transfer leave to a specific employee by the University of South Carolina Benefits Department.

You may donate your annual and/or sick leave in one of two ways:

A) You may complete the needed form online by going to the HR Toolbox located at [Toolbox](#) electing Time Away from Work under the Benefits Heading and choosing Leave Donation Request (P-71). Print, Complete, and Sign the form and deliver it to the Human Resources Department campus mailbox or office.

B) Come to the Human Resources Department (Hubbard Hall 118) to complete the Leave Donation Request (P-71) form.

Remember the maximum number of annual leave days that may be carried forward to a new calendar year is 45 (337.5 hours) and you must maintain at least 15 days of sick leave (112.5 hours) after making a sick leave donation.

- 2) Please remember to submit an approved Personnel Request Form to the Human Resources Department to rehire student and temporary employees for the Spring semester if necessary. Submitting these prior to the December/Christmas Holiday break is most helpful.
- 3) The University of South Carolina recognizes November 28 and November 29, 2019 as holidays in honor of Thanksgiving.

The December/Christmas Holiday begins on December 24, 2019 and ends on January 1, 2020.

Please be sure that student and temporary employees do not report working hours in the ITAMS system on the dates mentioned above unless they actually work.

Campus will officially reopen on January 2, 2020.

### Bundrick's Report on Ad-Hoc Committee for Lifelong Learning

Over the past few months a group of us (Stephen Criswell, Brooke Bower, Dean Collins, and me) have been trying to lay the groundwork for a Lifelong Learning program here at USCL. The basic idea is to create a schedule of interesting, but non-academic classes aimed at attracting community members to the campus. Modeled after the OILI at USC Beaufort, this will be a subscription-based program in which participants pay to attend seminars/lectures/workshops taught by USCL faculty or other community members. Most of that money will go back into the program, but teachers will get a cut. The main goal is to help the campus better connect with the community and to offer faculty and qualified community members a chance to have conversations about something that might interest them, but not fit into traditional for-credit classes. We're hoping to start the first session of classes in fall of 2020. Anyone interested in offering something through Lifelong learning should email me at [bundrick@sc.edu](mailto:bundrick@sc.edu) for more details.